




Property Tax Credit (MI-1040 CR)

Renters Checklist for Request to Review Adjustment or Denial

Before you write or call for additional information, please verify that the information on the MI-1040 CR you submitted is correct:

 **Total Income Does Not Cover Expenses** – Be sure to list *ALL* sources of income. Household income includes all taxable and non-taxable income. See Income and Deductible Items for a complete list of sources of household income. This includes gifts of cash over \$300 and other kinds of support such as alimony, SSI and FIP/DHS payments, worker's compensation or veteran's benefits. If you write a letter explaining how you were able to meet your financial obligations your return will be reviewed.

 **Rented for part of the year** – you may only claim the rent for the part of the year that you actually *occupied* the unit.

 **School District Code** – is it correct for the area you live in? This information is available from the MI-1040 instructions or from your local government offices.

Did your review of your Property Tax Credit include:

- Accurate Household Income amount?
- Accurate Mobile Home Park Resident rent amount?
- Rent for no more than the 12 months of the year?
- Correct school district code?

If you still disagree with the adjustment, please respond in writing, along with a copy of the adjustment message/letter you received to:

Michigan Department of Treasury
Lansing, MI 48922.

Please be advised that this review can take several months to complete.